

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 3 January 1956

FROM : Chief Instructor, Basic Orientation

SUBJECT: Weekly Activities Report - 28 December 1955 through 3 January 1956

## 1. Significant Items

a. The schedule for Basic Orientation No. 25 has been completed. All speakers have been contacted. The auditorium has been prepared, with all materials for the class in place.

25X1 b. [ ] will review all of the training aids for Basic Orientation during Basic Orientation No. 25. He will make recommendations for improvement of the present training aids and suggest new methods of graphic presentation.

25X1 c. The staff of Basic Orientation will meet with Mr. [ ] of the A & E Staff on Thursday, 5 January, to discuss problems concerned with testing in the phase of the course concerned with Communism and the USSR.

## 2. Other Activities

25X1 a. [ ]  
[ ] took administrative leave to attend the American Historical Association Convention on December 28, 29, and 30.

25X1 b. [ ] spoke at the Foreign Service Institute on Tuesday, 3 January.

## 3. Personnel Notes

25X1 a. [ ] returned from annual leave on Tuesday, 3 January.

25X1 b. [ ] was absent due to his wife's illness 28 December through 3 January.

